



### PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., March 12, 2009.**

The projects from this bulletin will be presented at the **May 12, 2009 Board Meeting.**

#### NOTICE TO RECIPIENTS:

Please read carefully and follow all rules and instructions in this document.

**REMINDER:** You are able to access the 255 Form (**REVISED 01/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 02/26/09.

Board Meeting results can be found on CDB's website May 13, 2009.

CDB's Internet Address:  
[www.cdb.state.il.us](http://www.cdb.state.il.us)

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# **PROFESSIONAL SERVICES BULLETIN GENERAL INFORMATION**

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, [www.cdb.state.il.us](http://www.cdb.state.il.us).

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee  
Capital Development Board  
3rd Floor, William G. Stratton Building  
401 South Spring Street  
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

## **SUBMITTAL REQUIREMENTS:**

- In accordance with 44 Illinois Administrative Code 980.130:
  - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
  - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).
- In accordance Public Act 095-0971:
  - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

## **PREQUALIFICATION:**

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

#### SUBMITTAL PROCEDURES:

- **REMINDER:** You are able to access the **REVISED 255 Form** located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer included in this publication. Use only this version of the form for submittal.
- ***One (1) original and three (3) copies of the 255 form are necessary for each project submittal. One (1) copy of the Board of Elections registration certificate is necessary for each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.
- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.

- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed Consultant's designated staff.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board's Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

#### **REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:**

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Including pictures or any graphics will result in rejection of the submittal(s).
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Including any individual previous contract values can result in rejection of the submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the submittal(s).

## SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website ([www.cdb.state.il.us](http://www.cdb.state.il.us)) the day after the Board Meeting as designated on the respective bulletin cover.

## FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
  1. The project type classification.
  2. The scope of basic services required to complete the agreed upon project scope.
  3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
  4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

# **IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS**

On August 26, 2008, Executive Order Number 3 (2008), establishing new restrictions on campaign contributions and solicitations by State contractors and bidders were issued. Additionally, on September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the "Act"), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act and the Executive Order, as well as a Fact Sheet about them, may be found on the Illinois Procurement Bulletin, [www.purchase.state.il.us](http://www.purchase.state.il.us).

## **Public Act 095-0971**

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971 requires that any bidder/vendor be registered with the Board of Elections if 1) the company's annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company's annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company's annual total of State contracts already awarded in a calendar year exceed \$50,000.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

**The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.**

## **Executive Order #3 (2008)**

Executive Order #3 (2008), effective January 1, 2009, establishes new requirements affecting contributions that contractors, consultants, vendors and bidders, including affiliated persons and entities, may make to state officeholders, declared candidates for state offices and political organizations established to benefit such officeholders and candidates. Any contract entered into as a result of this solicitation may be voidable for failure to comply with the Executive Order.

**CDB PROJECT NO. 630-000-128**  
**Department of Transportation**  
**Renovate for Female Restrooms/Renovate Maintenance Building**  
**District 1 - Eden Expressway Maintenance Facility/Eisenhower Expressway Facility**

**CDB PROJECT MANAGER: Andrea Bauer**

**APPROPRIATED AMOUNT: \$309,000**

**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Eden's Maintenance Storage Building is a 10,800 square foot, two-story, brick building constructed in 1955. The Eisenhower Expressway Maintenance Storage Building is a 17,204 square foot, two-story, brick building constructed in 1961.

The Eden's Expressway Maintenance Storage Building's scope of work provides for renovating for female restrooms, including reconfiguring interior space, modifying the electrical, mechanical, and plumbing systems, and increasing the number of fixtures in the men's toilet room.

The Eisenhower Expressway Maintenance Storage Building's scope of work provides for replacing seven floor drains in the truck parking bays and tuckpointing the exterior walls. The scope of work also includes upgrading the mechanical system, including controls and associated duct work.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-129**  
**Department of Transportation**  
**Various Improvements**  
**District 1 - Markham Maintenance Yard/Harvey Maintenance Yard/**  
**Bishop Ford/South Holland Maintenance Yard**

**CDB PROJECT MANAGER: Chima Uwanamodo**

**APPROPRIATED AMOUNT: \$358,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Markham Maintenance Yard is a 49,347 square foot, six building facility constructed in 1979. The Harvey Maintenance Yard is a 30,880 square foot, five building facility constructed in 1940. The Bishop Ford/South Holland Maintenance yard is a 22,370 square foot, four building facility constructed in 1958.

The Markham Maintenance Yard's scope of work provides for remodeling the building interior to provide both men's and women's restrooms, including converting an office into a restroom, remodeling the existing restroom, and constructing an office. The scope of work also includes replacing approximately 3,000 square feet of roofing system on the cold storage building, including replacing damaged trusses.

The Harvey Maintenance Yard's scope of work provides for replacing the HVAC system in the maintenance storage building, including associated duct work and controls. The scope of work also includes replacing the steel panel on the office/truck storage building roof and constructing cold storage bins.

The Bishop Ford/South Holland Maintenance Yard's scope of work provides for replacing approximately 7,000 square feet of roofing system on the salt shed and cold storage buildings.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-130**

**Department of Transportation**

**Various Improvements**

**District 1 - Arlington Heights Maintenance Yard/New Lenox Maintenance Yard/  
Naperville Maintenance Yard/Bolingbrook Maintenance Yard**

**CDB PROJECT MANAGER: John Price**

**APPROPRIATED AMOUNT: \$291,000**

**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Arlington Heights Maintenance Yard is a 36,585 square foot, seven building facility constructed in 1953. The New Lenox Salt Storage Building is a 5,278 square foot, one-story, concrete and wood building constructed in 1941. The Naperville Maintenance Yard Office is a 4,320 square foot, one-story, brick and block building constructed in 1941. The Bolingbrook Maintenance Yard is a 13,398 square foot, five building facility constructed in 1963.

The Arlington Heights Maintenance Yard's scope of work provides for replacing approximately 2,400 square feet of asphalt roofing system on the salt storage building. The scope of work also includes replacing approximately 1,000 lineal feet of wood and chain link perimeter fencing.

The New Lenox Maintenance Yard's scope of work provides for replacing approximately 4,500 square feet of roofing system on the salt storage building.

The Naperville Maintenance Yard's scope of work provides for replacing approximately 5,000 square feet of wood siding on the maintenance yard office, including repairing the substructure.

The Bolingbrook Maintenance Yard's scope of work provides for constructing an approximately 3,200 square foot pole building, including providing four maintenance bays with automatic openers and installing an HVAC system.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-000-131**  
**Department of Transportation**  
**Replace Roofs at Three Locations/Construct Cold Storage Building**  
**Amboy Maintenance Yard/Waterman Maintenance Yard/**  
**Gardner Maintenance Yard/Morris Maintenance Yard**

**CDB PROJECT MANAGER: Steve Halm**

**APPROPRIATED AMOUNT: \$340,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Amboy Salt Storage Building is a 5,282 square foot, one-story, pre-engineered building constructed in 1992. The Waterman Maintenance Building is a 1,488 square foot, one-story, pole building constructed in 2003. The Gardner Salt Storage Building is a 3,018 square foot, one-story, wood and concrete building constructed in 1996. The Morris Maintenance Yard is a 22,366 square foot, four building facility constructed in 1955.

The Amboy Salt Storage Building's scope of work provides for replacing the shingle roofing system, including installing a pitch roof and replacing the entrance into the domar.

The Waterman Maintenance Building's scope of work provides for replacing approximately 2,000 square feet of asphalt roofing system, including installing aluminum fascia.

The Gardner Salt Storage Building's scope of work provides for replacing the asphalt shingle roofing system, installing aluminum fascia, and replacing the roof vents and door overhangs.

The Morris Maintenance Yard's scope of work provides for demolishing and replacing the storage building with an approximately 3,000 square foot pole-type structure, including sectional vehicle doors, protective pipe bollards, concrete floor and apron, and material holding retaining walls. The work also includes electrical lighting and power.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-004-003**  
**Department of Transportation**  
**Connect to City Water/Sewer**  
**Elk Grove, Illinois**

**CDB PROJECT MANAGER: Andrea Bauer**

**APPROPRIATED AMOUNT: \$300,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Elk Grove Maintenance Yard is a 47,450 square foot, six building facility constructed in 1976.

The scope of work provides for connecting the facility to the city water and sewer systems, including installing a 1,300 lineal foot sewer line, 1,100 lineal foot water line, 350 lineal foot trench drain, and a lift station. The scope of work also includes plugging and filling the existing septic system.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-097-004**  
**Department of Transportation**  
**Replace Roof and Windows/Tuckpointing**  
**Emergency Traffic Control Headquarters, Chicago**

**CDB PROJECT MANAGER: Abdulgaffar Shedbalkar**

**APPROPRIATED AMOUNT: \$320,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Emergency Traffic Control Headquarters (D0166) is a 71,325 square foot, two-story, brick and block building constructed in 1990.

The scope of work provides for replacing approximately 25,000 square feet of roofing system and replacing windows and window seals. The work also includes tuckpointing the masonry and brick around the building and along the brick wall surrounding the facility.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-314-006**  
**Department of Transportation**  
**Construct Salt Storage Bay**  
**Peoria West - US 150 (Edwards)**

**CDB PROJECT MANAGER: Bill Spainhour**

**APPROPRIATED AMOUNT: \$427,000**  
**ESTIMATED TOTAL PROJECT COST: \$661,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Salt Storage Building (D0436) is a 3,750 square foot, one-story building constructed in 1981.

The scope of work provides for constructing an approximately 3,750 square foot salt storage bay, including installing a wood structure roof and site lighting. The scope of work also includes demolishing the existing salt storage bay. This project includes funding for the abatement of asbestos-containing materials.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-420-005**  
**Department of Transportation**  
**Construct Addition/Upgrade HVAC, Electrical, and Plumbing Systems**  
**Quincy Maintenance Storage Facility**

**CDB PROJECT MANAGER: Bill Spainhour**

**APPROPRIATED AMOUNT: \$355,000**  
**ESTIMATED TOTAL PROJECT COST: \$355,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group II R**

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The Equipment Storage Building (D0623) is a 5,184 square foot, one-story building constructed in 1958.

The scope of work provides for renovating the equipment storage building to increase the size of the lab including upgrading the HVAC, plumbing, and electrical systems in support of lab.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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**CDB PROJECT NO. 630-545-001**  
**Department of Transportation**  
**Construct Office Building**  
**Kampsville Ferry Facility**

**CDB PROJECT MANAGER: Steve Sias**

**APPROPRIATED AMOUNT: \$250,000**  
**ESTIMATED TOTAL PROJECT COST: To Be Determined**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000**

**PROJECT FEE CLASSIFICATION: Group III N**

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The Kampsville Ferry Facility is a 9,631 square foot, three building facility constructed in 1950.

The scope of work provides for constructing a land-based ferry office, including connecting the building to the city's water and sewer system, providing garage and shop areas with an oil-water separator, and a paved parking area.

<p><b>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</b></p>
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<p><b>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</b></p>
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